



# DEVELOPMENT & GROWTH MANAGEMENT DEVELOPMENT COORDINATION

## INSTRUCTIONS FOR APPLICATION – LIVE LOCAL ACT (LLA)

Please be aware that this application is provided for the submittal of an application for a qualifying affordable housing development in accordance with the Live Local Act (Chapter 2023-17, Laws of Florida).

### PLEASE READ INSTRUCTIONS THOROUGHLY

Please contact a representative of Development and Growth Management (DGM) at (813) 274-3100, option 2, or [TampaZoning@tampagov.net](mailto:TampaZoning@tampagov.net) prior to submitting your application:

A **PRE-APPLICATION COUNSELING** is required prior to submittal of a LLA application. The applicant must schedule counseling session with a DGM staff member. The session is to advise an applicant for a qualifying affordable housing development in accordance with the LLA requirements as stipulated in the memo from the City dated July 3, 2023.

#### Fee:

The fee for an LLA Project will be \$2642.00 plus \$111/acre or portion thereof.

#### Minimum Requirements for Application:

- The complete application, including site plan and tree/topographical/boundary survey.
- Project Narrative which demonstrates compliance with Section 166.04151(7)(a)-(g), Florida Statutes.
- Owner/Agent Authorization

#### LLA Applications are available for the following districts:

- Residential Office (RO)
- Residential Office – 1 (RO-1)
- Office Professional (OP)
- Office Professional – 1 (OP-1)

- Commercial Neighborhood (CN)
- Commercial General (CG)
- Commercial Intensive (CI)
- Industrial General (IG)
- Industrial Heavy (IH)
- Seminole Heights – Commercial General (SH-CG)
- Seminole Heights – Commercial Intensive (SH-CI)
- Neighborhood Mixed Use – 16 (NMU-16)
- Neighborhood Mixed Use – 24 (NMU-24)
- Neighborhood Mixed Use – 35 (NMU-35)
- Ybor City – 1 (Central Commercial Core) (YC-1)
- Ybor City – 4 (Mixed Use Redevelopment) (YC-4)
- Ybor City – 5 (General Commercial) (YC-5)
- Ybor City – 6 (Community Commercial) (YC-6)
- Ybor City – 7 (Mixed Use) (YC-7)



**Application for a Qualifying Development (LLA)**

**Property Owner's Information**

Name(s):

Address:

City:

State:            Zip Code:

Phone Number:

Email:

**Applicant's Information**

Name(s):

Address:

City:

State:            Zip Code:

Phone Number:

Email:

**Contact for all related Correspondence (if different than applicant):**

Name(s):

Address:

City:

State:            Zip Code:

Phone Number:

Email:

**Application Certification**

Application/site plan is sufficient:

Name/Date:

Affordable Housing Requirement of the LLA met? Yes  No

Percentage of Affordable Housing

If a mixed use development, percentage of square feet dedicated to affordable housing:

and

Percentage of square feet dedicated to non-residential development:

Legal Description is correct and complete:

Name/Date:



**Application for a Qualifying Development (LLA)**

**AFFIDAVIT TO APPLY FOR A ZONING CODE RELATED APPLICATION and AUTHORIZED AGENT FOR AN APPLICATION TO THE CITY OF TAMPA**

Multiple authorizations may be necessary if there is more than one property owner.

**APPLICATION/RECORD NUMBER:**

**PROPERTY (LOCATION) ADDRESS(ES):**

**FOLIO NUMBER(S):**

"That I am (we are) the owner(s) and record title holder(s) of the property noted herein"

**Property Owner's Name(s): \***

"That this property constitutes the subject of an application for LIVE LOCAL ACT (LLA) (qualifying affordable housing development in accordance with the Live Local Act (Chapter 2023-17, Laws of Florida)".

I, THE UNDERSIGNED OWNER, HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE AND HEREBY AUTHORIZE AND ALLOW REPRESENTATIVES OF THE CITY TO ACCESS THE PROPERTY UNDERGOING REVIEW FOR THE ABOVE REFERENCED REQUEST. IF MY PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST FROM THE CITY. I ALSO CONSENT TO THE POSTING OF A SIGN ON MY PROPERTY IF THERE IS A THIRD-PARTY SUBMITTAL OF A PETITION FOR REVIEW.

"That this affidavit has been executed to induce the City of Tampa, Florida, to consider and act on the above described application and that the undersigned has(have) appointed and does(do) appoint the agent(s) stated herein as his/her(their) agent(s) solely to execute any application(s) or other documentation necessary to affect such application(s)" (if applicable).

**AGENT'S/FIRM NAME:**

The undersigned authorizes the above agent/ firm (s) to represent me (us) and act as my (our) agent(s) at any public hearing on this matter (if applicable).

The undersigned authorizes the above agent(s) to agree to any conditions necessary to effectuate this application. Both owner and agent must sign and have their names notarized.

STATE of FLORIDA

COUNTY of

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization,

this

day of

by

Printed Name (**Owner**) Signature

Signature and Stamp of Notary Public

Personally known or produced identification

Type of identification:

STATE of FLORIDA

COUNTY of

Sworn to (or affirmed) and subscribed before me by means of physical present or online notarization,

day of

by

Printed Name (**Agent**)    Signature

Signature and Stamp of Notary Public

Personally known or produced identification

Type of identification:



## Application for a Qualifying Development (LLA)

### **SITE PLAN REQUIREMENTS**

An application for a Qualifying Development (LLA) on any parcel of land requires submittal of a Site Plan. The Site Plan must be drawn to an engineer's scale with a ratio such as 1" = 10'.

The Live Local request will be evaluated based on compliance with the memo dated July 3, 2023, in addition to the appropriateness of the site plan based on the requirements of Chapter 27, and other applicable land development regulations.

All development will be reviewed for compliance with all applicable City Codes at time of building permitting.

### **REQUIRED GENERAL INFORMATION**

1. Scale, date, and north arrow.
2. Legal Description of the property.
3. Site Data Table\*
4. Dimensioned location, size, height and use of all proposed structures.
5. Project units, number of affordable units per area median income, and affordability period.
6. Label uses of adjacent parcels.
7. Location, dimension and method of buffering from adjacent uses.
8. Location and method of screening of refuse stations, storage areas and off-street loading areas.
9. Method of stormwater retention.
10. Location, size and total amount of greenspace.
11. Tree table with tree retention and applicable mitigation.

12. The location, width, pavement type, right-of-way name and other related appurtenances of all public rights-of-way adjoining, traversing or proximate to the site.
13. Location and dimensions of proposed project ingress/egress, parking and service areas, including typical parking space dimensions.
14. Vehicle Use Area buffering adjacent to rights of way.
15. Southern Florida Building Code definitions for types of construction proposed and existing.
16. Proposed means of vehicular and pedestrian access from the site(s) within the development to adjacent streets and/or alleys, showing all existing and proposed curb cuts and sidewalks.
17. Building Elevations (4-sided) for each proposed building.
18. Commitment to complete a transportation study prior to issuance of the building permit.
19. Any other information required under the specific site plan districts pertaining to this article or which may be required, when commensurate with the intent and purpose of this Code, by city reviewing staff.
20. Affidavit confirming a 30-year commitment to provide affordable housing (see below).
21. A statement indicating the petitioners' commitment to comply with specific chapters of the City Code applicable to the project (i.e., tree and landscaping, fire, etc.) at the time of permitting.

Folio #:

Property Address:

Property Area SF:

Future Land Use:

Existing Zoning District:

Proposed Use:

Building Setbacks: north, south, west, and east.

Max. Building Height:

Total Building Area:

Maximum number of proposed dwelling units:

VUA:

VUA greenspace required:

VUA greenspace provided:

Multi-family greenspace required:

Multi-family greenspace provided:

Parking Required:

Parking Provided:



**Application for a Qualifying Development (LLA)**

**Development & Growth Management 2555 E Hanna Avenue**

**Tampa, FL 33610**

**(813) 274-3100**

**LEGAL DESCRIPTION (use separate sheet if needed) MUST BE TYPED**

**-- DO NOT ABBREVIATE:**

Application for a Qualifying Development (LLA)

LOCATION  
MAP:

**PROPOSED IMPROVEMENTS (DRAWING):**

- Name, location, and width of existing street and alley rights-of-way, adjacent to the site.
  - Width of existing pavement on all streets and alleys adjacent to the site.
  - Location, width and type of all easements adjacent to the site.
  - Clearly show the property boundaries of the parcel(s) involved in the special use.
  - Location, size, height and use of all proposed additions and/or new buildings.
    - Existing and proposed building setbacks
  - Location and dimension of existing and proposed driveways, and parking areas include typical parking space.
    - Existing and proposed parking lot landscaping.
  - Approximate location and size of significant natural features such as trees, lakes, etc.
  - Existing and proposed buffering from adjacent uses.
- Show conceptual layout of proposed retention system.

24"

**TITLE BLOCK;**

- The site plan must be to scale. State scale on drawing.
- Show North arrow.
- Project name and location.
- Firm's name and address
- Revision block.
- Drawing data.

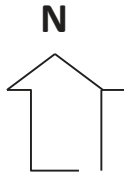
GENERAL NOTES:

LEGAL DESCRIPTION:

- Address
- Folio Number
- Square Footage

Case No.: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Certified Date                      Zoning Administrator



THIS EXAMPLE FOR GENERAL INFORMATION ONLY

